



Arnold Schwarzenegger – Governor  
Dale E Bonner, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

# DEPARTMENT OF REAL ESTATE

*Equal Opportunity Employer*  
**Job Opportunity**

## Managing Deputy Commissioner III LOS ANGELES

*Permanent — Full-time*

The Department of Real Estate has an opening for a Managing Deputy Commissioner III. The position is located in the Los Angeles Enforcement section and the incumbent is responsible for the Crisis Response Team statewide. The position is located at 320 West 4<sup>th</sup> Street, Ste. 350 in downtown Los Angeles.

**Duties of the position include:**

- Supervise the daily activities of Deputy Commissioners conducting primarily transactional investigations. Evaluate work performance and in conjunction with the Statewide Training coordinator, provide investigative enforcement training and development for each deputy. Functional supervisory authority over auditors assigned to the San Diego District Office.
- Responsible for personnel management duties such as hiring, training, and disciplinary procedures.
- Supervise Crisis Response Team investigations on a statewide basis.
- Work directly on major cases requiring immediate action for protection of the public.
- Prepare correspondence for upper management, input for monthly Agency Report, provide input for Week Ahead Report for Governor's Office and other reports as required.
- Review cases for referral to the various District Attorneys, City Attorneys, California Attorney General, United States Attorney and other criminal investigative agencies.
- Public speaking, travel related to investigative functions.

**Required qualifications:**

- Knowledge of the Department's Enforcement program and DRE laws, rules, regulations, policies and procedures.
- Ability to interact effectively with individuals at all levels of government, the public, and the real estate industry.
- Ability to communicate effectively both orally and in writing.
- Willingness to travel on short notice.
- Ability to plan, organize and direct the work of subordinates.
- Ability to work independently, and establish and maintain project priorities.

**Desirable Qualifications:**

- Supervisory experience.
- Knowledge of personnel management practices and procedures including the disciplinary process, grievance procedures, employee development and labor relations.
- Knowledge of administration and departmental goals and objectives.
- Excellent attendance.

**Salary Range:** \$5436 - 6558

**Who may apply:**

Current State employees at the Managing Deputy Commissioner III level, those individuals transferable to the class, and DRE employees with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA or Surplus status on your application.**

**Submit Applications to:**

Linda Luna, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0797 or CALNET 498-0797

**For information on the position contact:**

William E. Moran  
Assistant Commissioner, Enforcement  
(916) 227-0782 or CALNET 498-0782

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**Final Filing Date: July 18, 2007**

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>  
**Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above final file date.**

Applicants will be screened using Required/Desirable Qualifications and those most qualified will be contacted for an interview.